

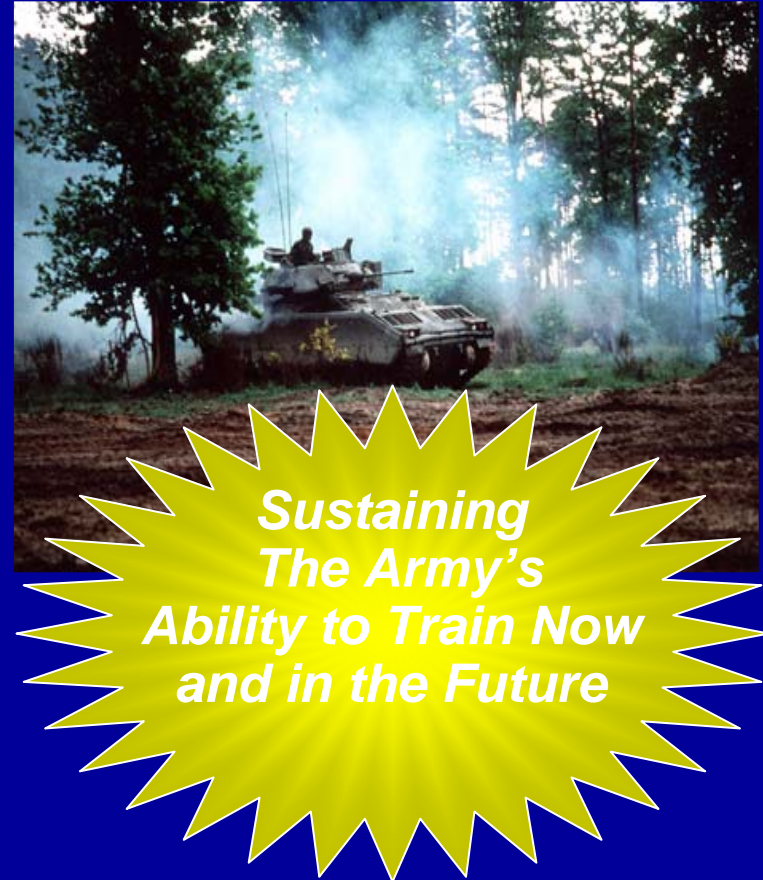
*Environmental Management System (EMS)
General Awareness Training*

Welcome to the Environmental Management System General Awareness Training

This training module is designed to acquaint you with the importance of this installation's Environmental Awareness System (EMS).

Be prepared to spend a maximum of 30 minutes to complete the training. When you are ready to begin, please select the "Forward" button below.

After completion of the module, please be sure to submit the Record of Completion/Attendance Form (last slide) as proof that you completed the EMS General Awareness Training



What is an EMS?

An EMS integrates our environmental objectives into the activities, operations and processes conducted within the our footprint so that environmental considerations become a routine factor considered in the fulfillment of our missions.

Our EMS is based on the International Organization for Standards (ISO) series for Environmental Management (ISO14000) and is spear-headed by a Cross Functional Team (CFT) comprised of representatives from all Tenant Units.

EMS facilitates integration of environmental management into all missions and business practices.

What is an EMS?

An ENVIRONMENTAL MANAGEMENT SYSTEM is:

- **NOT** a Computer Program
- **NOT** limited to the Environmental Division

But is:

- A part of the overall management system that integrates **ALREADY EXISTING** environmental programs (P2, Hazardous Waste Management,..)

Why Should We Implement an EMS on Our Installations?

WHY?

- Requirement of Executive Order 13148, and Department of Defense and Department of the Army

Benefits for USAG Heidelberg:

- **SAVES MONEY AND RESOURCES**
- **COMPLIANCE**
- **STANDARDIZED PROCEDURES GUARANTEEING CONTINUITY OF OPERATIONS**
- **SUSTAINS MISSION READINESS**

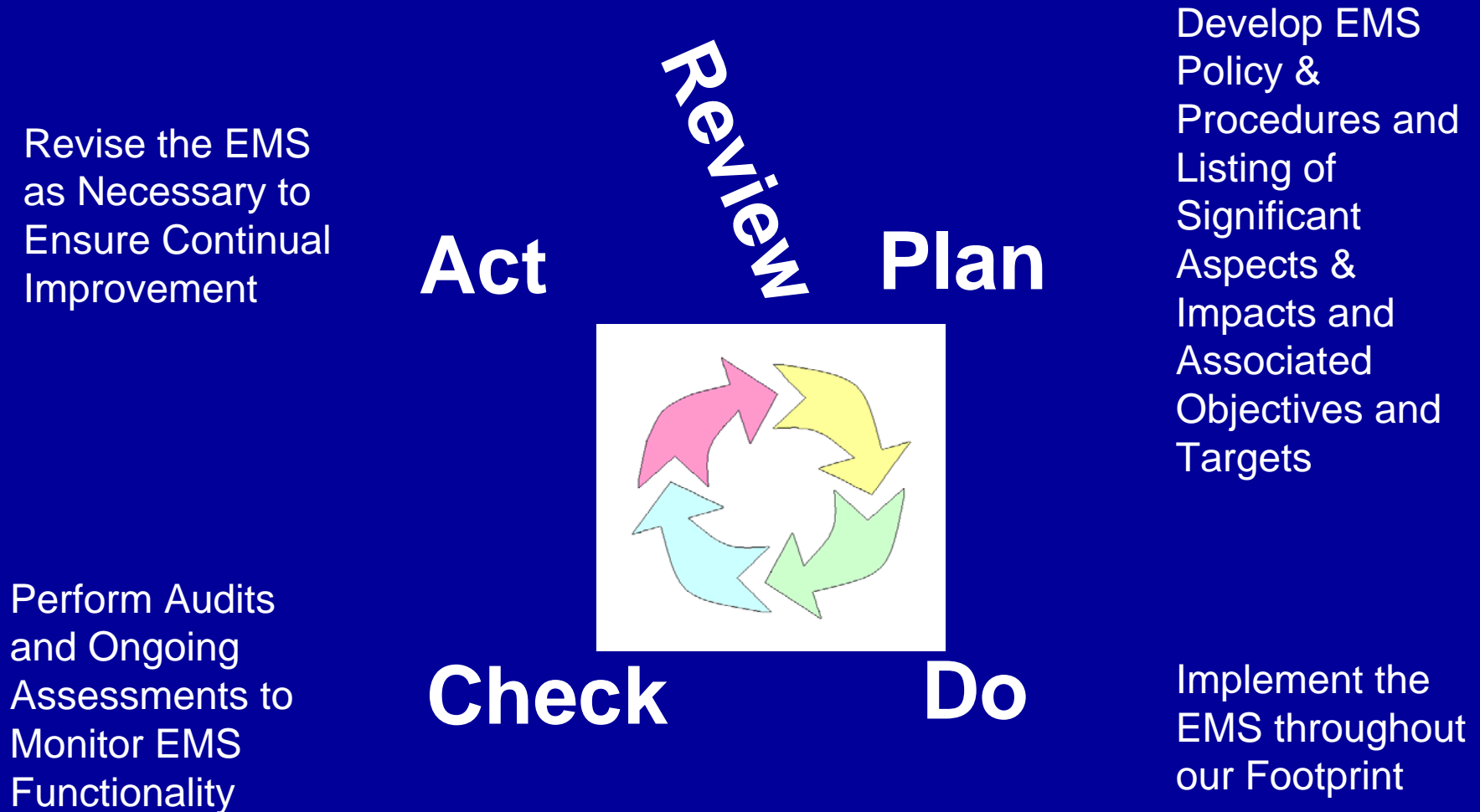
How Will We Benefit from Implementing an EMS on Our Installations?

- Decrease in environmental risk;
- Improved environmental compliance posture;
- Improved public perception;
- ALL employees (not just the environmental staff) will be empowered to find ways to improve installation environmental performance.

Implementing an EMS will enhance our control and understanding of how our operations affect the environment.

Through the use of this system we will proactively seek to improve our environmental performance.

EMS is a Continual Improvement Cycle



Our Environmental Policy



January 18, 2006

Environmental Management System Policy Statement

The United States Army Garrison Heidelberg's (USAG) mission is to support training, mobilization, deployment, and redeployment of mission - ready forces. This mission will be performed along with our stewardship responsibilities to protect and conserve the environment. The USAG - Heidelberg is committed to continual improvement in its environmental management programs, which includes pollution prevention (P2), preservation of natural and cultural resources, and compliance with all relevant U.S. and Host Nation environmental laws and regulations. To sustain this obligation, the USAG Heidelberg has initiated an Environmental Management System (EMS), with commitment to:

- Continuously improving environmental performance through effective environmental management and planning;
- Educating our employees about their responsibilities to the environment and the EMS;
- Increasing communication throughout all levels of our organization;
- Promoting the conservation and sustainable use of natural resources;
- Preventing pollution and minimizing waste generation;
- Complying with all applicable environmental laws, regulations, and policies;
- Establishing measurable goals for environmental performance;
- Conducting routine audits and management reviews;
- Increasing the community's awareness of our environmental policies through press releases, public meetings, and the world-wide web.

For questions regarding the EMS, training, or the Command Environmental Policy please contact the Environmental Division at DSN: 387 - 3140. This environmental policy is made available through distribution to unit commanders and on the USAG Heidelberg's public web - site at:

http://www.dpw.heidelberg.army.mil/environmental/Environmental_Management_System.htm


Ernest Taffey
Chief of Staff

Our Environmental Policy

The environmental policy describes the organization's overall approach and:

- Includes a commitment to continual improvement and prevention of pollution;
- Includes a commitment to relevant legal requirements;
- Provides a framework for setting and reviewing environmental objectives and targets;
- **Applies to all reserve and active component units, tenant units, tenant agencies, USAG Heidelberg team members and off-post units/agencies utilizing USAG Heidelberg facilities**

Our Environmental Policy

Is available to all employees and interested parties in the community at:

[http://www.dpw.heidelberg.army.mil/environmental/
Environmental_Management_System.htm](http://www.dpw.heidelberg.army.mil/environmental/Environmental_Management_System.htm)

***ALL Personnel are Required to be Familiar with the EMS
Policy Statement.***

Significant Environmental Aspects & Impacts

What is an Environmental Aspect?

An **environmental aspect** is an element of an organization's activities, products or operations that can interact with the environment.

A significant environmental aspect is an environmental aspect that has or can potentially have a significant environmental impact.

What is an Environmental Impact?

An **environmental impact** is any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or operations.

An impact is determined to be “significant” by using a ranking system that considers environmental risk, potential for mission degradation, community concern, frequency and severity and legal and other requirement implications.

Significant Environmental Aspects & Impacts

The following **significant aspects** were identified for the USAG Heidelberg:

- **Energy Consumption**
- **Solid Waste Generation in Units and Administrative Areas**
- **Vehicle Utilization**

Objectives and Targets

An EMS requires an organization to establish and maintain measurable objectives and targets for significant aspects.

Examples of objectives and targets to minimize significant environmental impacts include:

- Objective: Reduce Hazardous Waste Generation
- Target: Reduce Hazardous Waste Generation by 10% by FY06
- Objective: Solid Waste Generation
- Target: Reduce Solid Waste Generation by 20% by FY07

Performance indicators are identified to track the accomplishments of targets.

Current Objectives and Targets

- Energy Consumption:
Reduce Electrical Consumption in units and administrative areas by 2% by the end of FY06, based on the FY03 baseline.
- Solid Waste Generation:
Increase the amount of recycling of materials in unit and administrative areas by 15% by the end of FY06.
- Vehicle Fleet Utilization:
Increase the number of fuel efficient, environmentally-friendly vehicles within the USAG Heidelberg's Directorate of Public Works (DPW) Non-Tactical Vehicle (NTV) Fleet by 10% by the end of FY07.

Environmental Operational Controls

Environmental operational controls are the essential procedures an organization needs for implementing its policy, objectives and targets.

Operational controls are documented procedures that minimize the environmental impacts associated with significant environmental aspects. Operational controls apply to the process, activity or operation that produces the significant environmental aspect and may include:

- **Standard Operating Procedures**
- **Calibration Instructions**
- **Work Instructions**
- **Manufacturer's Operating Instructions**

Corrective and Preventive Action

When system deficiencies are encountered, corrective and preventive actions are initiated and documented to correct non-conformances and prevent them from recurring.

Use a PCAR (Preventive/Corrective Action Request) to report problems concerning:

- Environmental management system
- Environmental compliance
- Process improvement and safety issues

Note: Forms are located on website

What YOU Are Expected to do Under the EMS to Protect the Environment

- Be aware of the aspects and impacts from your activities an operations.
- Be knowledgeable of the environmental legal requirements applicable to your activities.
- Understand your roles and responsibilities under the EMS.
- Be aware as to whether environmental objectives and targets have been established for the activities you conduct.
- Accept accountability for environmental performance.

What YOU Are Expected to do Under the EMS to Protect the Environment

- Follow the established procedures for conducting internal and external communications.
- Maintain and complete all required environmental records/documentation that are applicable to your area of responsibility.
- Follow established procedures for spill prevention and response.
- Know and follow any Standard Operating Procedures or Work Instructions that have been developed for your area of responsibility.

YOUR Responsibilities

1) Know how your job can impact the Environment.

All jobs are different and the way your job can impact the environment may be different from your co-workers. Personnel whose jobs have been determined to have Significant Impact on the environment will receive additional, job-specific training to help minimize those impacts.

2) Work Procedures

Be familiar with all work-related, documented procedures.

Make sure that your unit's Work Procedures conform to the established EMS policy, objectives and targets, and are up to date, easily understood and locatable.

YOUR Responsibilities

3) Emergency Response Procedures

Know what to do in the event of an emergency and how to respond to a spill. **If a spill occurs, remember to:**

Report the Spill
Determine Safe Actions
Stop the Leak
Control and Contain

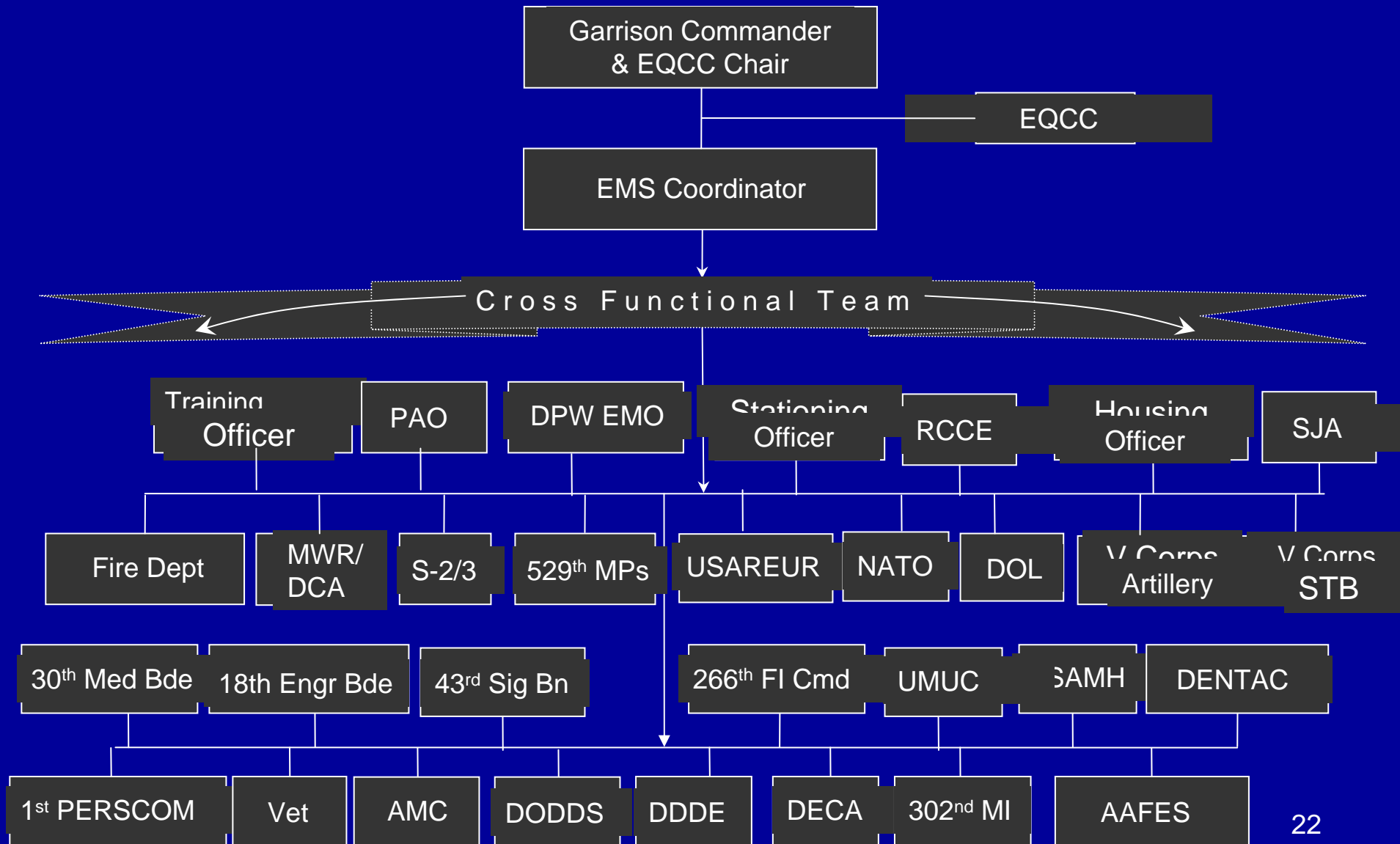
4) Use a PCAR (Preventive/Corrective Action Request) to report problems concerning:

- Environmental management system
- Environmental compliance
- Process improvement and safety issues

Specific Management Responsibilities

- Commit to the EMS.
- Provide appropriate representation on the EMS Cross Functional Team (CFT).
- Contribute to EMS Plan & Procedures development.
- Be an active, enthusiastic participant and be an example for those under your command.
- Encourage employees to actively participate in EMS and understand their own environmental responsibilities.
- Participate in Management Reviews & EQCC

Cross Functional Team Members



Contacts

- Mr. Ernest Tafoya, Chief of Staff, EQCC Chair
DSN 373-1500
- Mr. Dan Welch, Chief EMO, DPW DSN 387-3140
- Ms. Katherina E. Diemer, EMS Coordinator
DSN 387-3144
- Mr. Ludger Henning, HW/HM Program Manager
DSN 387-3142
- Ms. Astrid Blades, Cultural and Natural Resources
Program Manager DSN 387-3145
- Ms. Yvonne Lamy, Asbestos Program Manager
DSN 387-3143

Record of Completion Form

- In order to receive credit for this training, please send us the following information, as described below on the Record of Completion form and [email](#) or fax it to DSN: 387-3149
- For more information on the EMS contact the EMS Coordinator at DSN: 387-3271.

Record of Completion: EMS General Awareness Module	
Date:	
Name:	
Rank:	
Unit:	
E-Mail Address:	
DSN:	
Unit Commander:	
Unit Environmental Coordinator (UEC):	